

April 68

D/Pers

Bob:

On rereading the clean draft, I note that we have not absolutely covered [REDACTED] point of view of permitting a liberal extension policy. Do you feel that we should add as an additional recommendation in paragraph 5 that the current practice of permitting exceptions based either on need for service or personal hardship be continued subject to approval by the Director? If you do, I can retype that page. If not, I believe the paper with the tabs and the detailed routing sheet note is ready for release.

STATINTL

NTL C/BS
5E47 HQ

[REDACTED]

Deputy Director for Support
7D18 Headquarters

first, this is, in effect, current policy and not, therefore, listed in the memorandum to the Director as an overall exception to Agency policy.

Please note also that I have not included in the memo to the Director agenda items IIE (6) and (7) which will be studied by you and the agenda items IIE 10 and 11 which can be dealt with under general policy.

q As drafted, the memorandum to the Director will bear the coordinating signatures of each Deputy Director, the General Counsel, and the Inspector General. My note to Colonel White suggested that he might want to strike GC and IG from coordination.

Attached is a draft of a memorandum from the Executive Director-Comptroller to the Director concerning the review of retirement policy conducted at the Executive Director's meeting of 8 February. Note that the memorandum has two tabs: the Agenda for the meeting and my Memorandum for the Record.

I invite your attention to agenda item IIE 3 which is also covered in paragraph 9 (3) of my memorandum for the record. Since the agreement reached at the meeting of 8 February was that an employee be permitted to remain until age 62 or upon reaching 20 years of service whichever comes
(Over)

Director of Personnel
5E56 Headquarters

STATINTL

D R A F T

MEMORANDUM FOR : Director of Central Intelligence

SUBJECT : Retirement Policy

1. This memorandum submits recommendations for your approval; such recommendations are contained in paragraph 5.

2. As you know, the Agency's retirement policy has been the subject of much discussion and review these past few months. To accelerate completion of the review so as to be able to submit specific recommendations to you, I convened a meeting on 8 February 1968. Present were each Deputy Director, the General Counsel, the Inspector General, the Director of Personnel, and [REDACTED] in his capacity as Chairman, CIA Retirement Board. A detailed agenda, attached at Tab A, was prepared in advance. A record of our discussion is attached at Tab B.

3. Summary

a. Our discussion was based on two assumptions:

(1) The Director has unquestioned legal authority to enforce an early retirement policy.

(2) Legislation of any kind is difficult to obtain. Hence, we must first try to settle those things which we can do without legislation and then proceed to those things which are desirable but which would require legislation.

b. The principal issue, and that from which all others flow, is

whether the Agency should have a policy requiring retirement earlier than provided by law under the Civil Service Retirement Act, or the CIA Retirement and Disability System, for GS-18's and above. After considerable discussion, it was the consensus that there should be an early retirement policy with a stipulated age at which most employees should leave. At the same time it was recognized that because the Directorates have different problems, Agency policy should be flexible enough to permit exceptions. It is essential, also, that a rationale for this policy be prepared in the event it becomes necessary to explain the policy to Congressional committees or in court or to employees.

c. Having reached agreement that the Agency should have an early retirement policy with provision for exceptions to meet particular needs, we then discussed the types of exceptions that could be identified and action recommended in advance. General agreement was reached on the following:

- (1) There should be no general exception for employees who argue that at the time they entered on duty they were led to believe (or now believe) that they had the right to work until age 65 or 70.

- (2) There is a small group of Agency employees who will not have 12 years of creditable service by their scheduled retirement date. We feel that these employees, as a group, should be permitted to remain on duty until they accumulate 12 years of service when they earn the right to continue important statutory hospitalization and life insurance coverage.

(3) Some employees, until last year, were informed that their scheduled retirement date was at age 62. Because of a change in the Civil Service Retirement Act, Agency policy was revised which lowered the age requirement to 60. We feel that these employees should be permitted to remain on duty until age 62, their original date, if they so request.

(4) An overall exception should be made for the group of printers who were induced to transfer from the Government Printing Office to the Agency with the assurance that they would not lose any benefits.

(5) There should be no overall exception for lower graded clerical employees. Each such case should be considered on its own merits.

(6) There should be no overall exception for employees with technical skills in grades GS-7 and below even though it might be difficult to recruit replacements and their loss would create training problems. Each such case should be considered on its own merits.

(7) No overall exception should be made for employees merely because they are writing Agency history.

4. Also discussed at this meeting was the matter of compensating employees who retire early under either the Civil Service Retirement or the CIA Retirement systems. This issue was tabled pending further study.

5. It is recommended that

a. the Director reaffirm as Agency policy that employees covered

by Civil Service Retirement be required (not merely "encouraged" or "expected" as currently stated in Agency regulations) to retire voluntarily upon reaching age 60 or as soon thereafter as they are eligible for optional retirement, i. e., age 60 with 20 years of service or age 62 and a minimum of five years of service.

b. the mandatory age for retirement under the CIA Retirement and Disability System be set at age 60 for employees GS-18 or above, as it is by statute for employees GS-17 and below, and

c. overall exceptions as indicated in paragraphs 3c. (2), (3), and (4) above be approved and that the Director of Personnel be authorized to approve exceptions for the employees affected.

L. K. White
Executive Director-Comptroller

Atts: 2

Concur:

Deputy Director
for Support

Deputy Director
for Intelligence

General Counsel

Concur:

Deputy Director
for Plans

Deputy Director
for Science and Technology

Inspector General

SUBJECT : Retirement Policy

The recommendations contained in paragraph 5 are approved.

Richard Helms
Director of Central Intelligence

Date

Distribution:

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- 1 - Deputy Director
- 1 - ER
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